

MADEENATHUL ULOOM ARABIC COLLEGE
PULIKKAL, KERALA INDIA - 673 637

Informatics Centre

CERTIFICATE COURSE IN MICROSOFT WINDOWS AND MICROSOFT WORD

(Duration: 30 hrs)

COURSE OBJECTIVES

- To make students aware of the basics of Microsoft Windows
- To introduce them Microsoft Office
- To help the students using Microsoft Word in their studies
- To make students competent in personal computing
- To make them capable for desktop publishing

Module 1.

Microsoft Word as word processing software

A standalone component of Microsoft Office

History

Module 2.

Word for Windows

Word for Mac

Word for Mobile/Android

Module 3.

FILE FORMATS

Filename extensions

Binary formats (Word 97–2007)

XML Document (Word 2003)

Cross-version compatibility

Third-party formats

How to create a variety of different types of documents through MS Word?

Module 4.

FEATURES AND FLAWS

Templates

Image formats

WordArt

Macros

Layout issues

Bullets and numbering

AutoSummarize

Footnotes, endnotes, page headers, page footers, page breaks

spell checker, word count

Word for the web

Password protection

Microsoft Office Web Applications

Assessment Pattern:

2 Assessment Tests – Theory & Practical (30+70)

Total Marks: 100

Grading:

A- 80 and above D- 35-49

B- 65 to 79 E- Below 35

C- 50 to 64

Duration: 5 weeks (30 hours)